

2024 Ephraim Historical Foundation Museum Attendant Job Description

Job Title: Museum Attendant

Type: Seasonal

Wage: \$17.00/hour

Reports to: Executive Director

2024 Season: May 23 – August 31, Tuesdays through Saturdays.

September 5- October 14, Thursdays - Saturdays.

Hours Per Week: 20-30

Job summary: The Museum Attendant serves a primary visitor services role for the Ephraim Historical Foundation. This position is responsible for the daily opening and closing of historic sites and staffing the sites during open hours.

Responsibilities of the position include the following:

- Greeting visitors and informing them about the museums, exhibits, and upcoming events and programs.
- Maintaining the cash box and keeping accurate records of attendance, sales, and donations.
- Selling merchandise, including books, apparel, gifts, and candy using an electronic point-of-sales system.
- Restocking merchandise as needed.
- Being an ambassador of the Ephraim Historical Foundation (EHF) to the public and sharing with them the history, heritage, culture, and identity of the Village of Ephraim and its people.
- Developing a working knowledge of the Ephraim Historical Foundation's museums and general local history.
- Informing visitors about the Ephraim Historical Foundation's Membership program.
- Completing daily light housekeeping, including:
 - Dusting with hand duster as needed.
 - Sweeping as needed.
 - Picking up trash and taking out garbage as needed.
- Other tasks related to the operations of historic sites as needed.
- Ability to lift 20lbs.
- Training will be provided.

Interested applicants should email cschreck@ephraim.org or call 920-854-9688